



North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services
3001 Mail Service Center • Raleigh, North Carolina 27699-3001
Tel 919-733-7011 • Fax 919-508-0951

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

March 8, 2005

MEMORANDUM

TO: Area Directors

FROM: Mike Moseley

RE: Required Notification When Placing a Child Out of the Home Community

The purpose of this memorandum is to remind you of the notification procedures required by SB 163 when children and adolescents are placed out of their home community. A copy of the rule 10A NCAC 27G .0506 outlining the communication procedures is attached as is a copy of the form to be used to document the notification. Please ensure that your staff are in full compliance with these requirements.

Please feel free to contact your LME Liaison if you have any questions.

Enclosure

cc: Carmen Hooker Odom
Lanier Cansler
DMHDDSAS Executive Leadership Team
Chair, Commission for MHDDSAS
Chair, State CFAC
Chair, Coalition 2001
State Facility Directors
Carol Duncan Clayton
Patrice Roesler
Dick Oliver
Kaye Holder
Darlene Creech
Cindy Kornegay



10A NCAC 27G .0506 COMMUNICATION PROCEDURES FOR OUT OF HOME COMMUNITY PLACEMENT

(a) The purpose of this Rule is to address communication procedures concerning out of the home-community placements for children and adolescents. This includes children and adolescents served through the area authority or county program developmental disabilities, mental health and substance abuse services system and those children and adolescents residing in ICF-MR facilities in their catchment areas.

(b) Area authority or county program representative(s) shall meet with the parent(s) or legal guardian and other representatives involved in the care and treatment of the child or adolescent, including local Department of Social Services (DSS), Local Education Agency (LEA) and criminal justice agency, to make service planning decisions prior to the placement of the child and adolescent out of the home-community. The area authority or county program may use existing child and family teams for this purpose.

(c) The home-community area authority or county program shall be responsible for notification of placement. The notification of placement shall be made via e-mail, fax or hard copy within three business days after out of home-community placement occurs. In case of an emergency, notification may be by telephone with written notification occurring the next day. The following entities shall be notified:

- (1) legal guardian;
- (2) other representatives involved in the care and treatment of the child or adolescent;
- (3) host-community provider; and
- (4) host-community representatives (may include the court counselor, county DSS, regional Children's Developmental Services Agency (CDSA) or the LEA.

(d) Notification shall be completed on a form provided by the Secretary, to include the following information:

- (1) child or adolescent information: name, date of birth, grade, identification number, social security number, date of placement out of home-community;
- (2) parent/legal guardian information: name, address, telephone number;
- (3) home-DDS and host-DSS information: county; contact person name, address, telephone number;
- (4) home-area authority/county program and host-area authority/county program information: name of program; contact person name, address, telephone number;
- (5) home-school and host-school information: school name, address, telephone number, principal, special education program administrator: or
- (6) person completing notification form information: name, date form completed, agency, address and telephone number.

*History Note: Authority G.S. 122C-113; 143B-139.1; 150B-21.1;
Temporary Adoption Eff. July 1, 2003;
Eff. July 1, 2004.*